

FORM NO. 104-B  
(3/65)

DATE 15 January 1969

SYSTEM ITEMS FOR CONSIDERATION

SUBJECT

Final Review of Agency Records Scheduled for Destruction.

AREAS INVOLVED

Agency-wide

DETAILS

1. The Executive Director-Comptroller of this Agency desires a final check be made of records being destroyed. What is needed is a policy and procedure agreed to by the Records Administration Board that meet such cases involving valuable records.
2. The following procedure now in practice should be formalized immediately.
  - a. The Chief, Agency Archives and Records Center (A&RC) will check all Agency records scheduled for destruction.
  - b. When in his judgement some particular records should not be destroyed, he will so notify the Records Management Officer (RMO) of the component concerned and recommend the disposition instructions be so amended.
  - c. The Chief/A&RC and the RMO concerned should try to resolve the issue if they disagree on the records disposal instructions.
  - d. If this fails, the Chief, A&RC should send a memo to the Directorate RMO through the CIA/RAO explaining his position. The RMO should contact his Directorate RMO on the matter.
  - e. The CIA/RAO will review this memo and decide whether or not it should be sent to the Directorate RMO.
  - f. If the memo is sent to the Directorate RMO for resolution of the question, his reply should be directed to the CIA/RAO.

ADVANTAGES/COMMENTS

- g. If the Directorate RMO reply is not in agreement with the position of the Chief, A&RC and the CIA/RAO, then the CIA/RAO may seek a government position from the Archivist of the United States.
- h. If necessary the CIA/RAO will then present the problem to the DDS for resolution at the Deputy Directorate level.

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☐ (See Reverse Side)

RESULTANT ACTION

Proposed by  
BENEFITS (Reportable)

ATTACHED TO ORIG.  
DDS MEMO